

Air Education and Training Command

Replenishing the Combat Capability of America's Air Force



U.S. AIR FORCE

**Contracting/Acquisition
Lackland Schoolhouse
345 TRS/TTC**

**TSgt Deric Long
TSgt Jessie Murray
20 November 2003**

I n t e g r i t y - S e r v i c e - E x c e l l e n c e



Faculty



- **Squadron Commander:** Lt Col Gregory Hinton
- **Flight Commander:** Maj James Boles Jr.
- **Flight Superintendent:** MSgt Katie Cruz
- **Element Chief/Instructor:** Capt Mike Jackson
- **Instructor Supervisors:** TSgt Deric Long
TSgt Elke Lott
- **Training Manager:** Ms Lenda Oakes
- **Training Development Chief:** Mr Larry Owensby
- **Course Managers:** Mr John Navin
Ms Yolanda Yarber
- **CDC Writer:** MSgt Eric Johnson



Faculty



- **Instructors**

TSgt Deric Long

TSgt Elke Lott

TSgt Mary Accomando

TSgt Sheila Harris

TSgt Todd Imhoff

TSgt Jessie Murray

SSgt Brian Bendele

SSgt Melissa Haase

SSgt Rebecca Huffstutter

SSgt Stephen Lavrack

SSgt Javier Tamez

SrA Mike Carnley



Courses



- Contracting Fundamentals
- Quality Assurance Program Coordinator (QAPC)
- Quality Assurance Representative (QAR)
- Mission Ready Airman (MRA) Contracting

Apprentice



Contracting Fundamentals



- 1 Qualified Instructor
- 25 Days Academic Days
 - Guided Discussion
 - Performance-Based Integrated Case Studies
- 10 Classes/180 Students Per Year
- 4 Blocks
 - Block I - Contract Environment
 - Block II - Procurement Planning
 - Block III - Contract Formation
 - Block IV - Contract Administration





QAPC



- 4 Qualified Instructors
- 8 Academic Days
- 2 Blocks
 - Block I - Basic QAPC Knowledge - Lecture
 - Block II - Student Presentations
- Measurement
 - Written Test
 - Progress Check -
Student Presentations





QAR



- 8 Academic Days
 - Lecture
 - Discussion
 - Performance-Based Exercises
- Resident and Mobile Courses
 - Resident - 4 Classes per year - 72 students
 - Mobile - 3 Classes per year - 60 students
- Measurement
 - End-of-Unit Review Exercises
 - Performance-Based Exercises
 - Block Test



MRA Contracting Apprentice



- 12 Qualified Instructors
- 40 Academic Days
 - Classroom Lecture
 - Simulated Office Lab
- FY 03 Statistics
 - 17 Classes
 - 200 Students
 - 6 Eliminations
- Utilization and Training Workshop (U&TW) – Scheduled for 9-13 Feb





MRA Contracting Apprentice



- Eliminations
 - FY03 - 6
- Reasons
 - Academic - 4
 - Performance - 1
 - Unsuitability - 1
- Unsuitability
 - AETC Instruction 36-2215
 - Ability to eliminate students who do not possess characteristics required for success in Contracting





MRA Course Design



- Weeks 1 through 4
 - Contracting Fundamentals
 - Demo-Performance of Task
 - Subject: Commercial & SAP
- Weeks 5 through 8:
 - Contracting Office Model
 - 46 Purchase Requests
 - Mix of Purchase Actions using SAP





MRA Contracting Apprentice



- Classroom Lecture - 4 Blocks of Instruction
 - Block I - Contracting Fundamentals
 - Block II - Contract Planning
 - Block III - Contract Formation
 - Block IV - Contract Administration and Other Contracting Concerns
- Measurement
 - Appraisals
 - Progress Checks
 - 4 Block Tests





MRA Contracting Apprentice



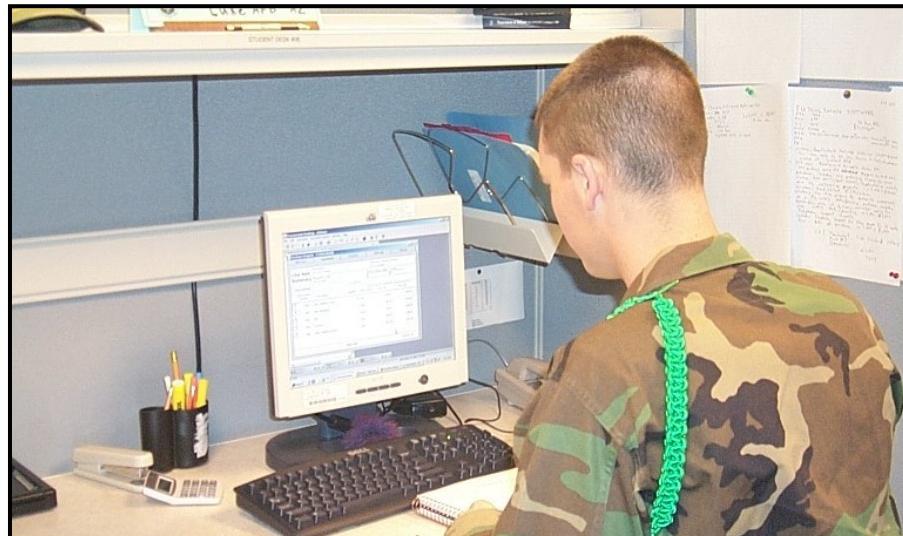
- Programs/Websites Utilized By Students
 - Central Contractor Registration
 - Excluded Parties Listing (Debarred)
 - Federal Business Opportunities (FEDBIZOPS – Demo Site)
 - NAICS/SIC Search Pages
 - GSA Advantage
 - Wage Determination On-Line Program (WDOL)
 - FAR SITE
 - Contracting Bookshelf
 - Search Engines for Market Research – Yahoo, Google, Etc.
 - Procurement Desktop Defense (PD2) Version 4.2.1
 - Integrity



MRA Contracting Apprentice



- Simulated Office Environment – Lab
 - Last 4 Weeks of Class
 - Office Cubicle, Phone, Computer, Etc
 - Students work 46 scenarios from PR receipt through solicitation to award and post-award
 - FAR Research Questions
 - Instructor Work Center – Role Players
 - Instructor
 - Contracting Officer
 - Customer
 - Vendors





MRA Contracting Apprentice



- Scenario Breakdown
 - 13 Oral Solicitations
 - 21 Streamlined Solicitations
 - 10 Written Solicitations
 - 2 IDIQ Delivery Orders
- Contracting Actions
 - PO/DO
 - Modifications
 - Services/Construction
- Contract Reporting
 - DD1057 & DD350





MRA Contracting Apprentice



Procurement Desktop - Defense

File Edit Procurement Reference Utilities Window Help

Daily Work for Lab

Number Description User Date

Instructor PRs
PC
Day 15
Day 14
Day 13
Day 12
Day 11
Day 10
Day 9
Day 8

Folder Folder Folder Folder Folder Folder Folder Folder Folder

Day 13

Number Description User Date Type Refresh

Student 14
Student 13
Student 12

Folder Folder Folder

Student 13

Number Description User Date Type Refresh

FU3LVL204613 46 Flat Panel Monitors 22 OCT 03 14:02 sysadmin
F13LVL204313 43 Modular Furniture 22 OCT 03 13:48 sysadmin
F13LVL204213 42 - 50" Plasma TV 08 SEP 03 17:20 sysadmin
F53LVL204513 45 - Advanced Life Support Service 08 SEP 03 17:14 sysadmin

Purchase Request Purchase Request Purchase Request Purchase Request

Classroom P... Office Trash Master Scen... Administrat... Trash Inbox Outbox

Ready November 13, 2003 2:11 PM

MRA Contracting Apprentice



Procurement Desktop - Defense

File Edit Procurement Reference Utilities Window Help

student's Cabinet

Number	Description	User	Date	Type	Refresh
FA3047-04-P-0021ThermalSOOK			13 NOV 03 13:36	instr#01	
Student 1			13 NOV 03 13:11	instr#01	
F13LVL201201F.A.T.S.Sook			13 NOV 03 10:30	instr#01	
F13LVL201101HondaATVsSook			13 NOV 03 08:51	instr#01	
FA3047-04-P-0027 SkeletonSOOK			13 NOV 03 07:53	instr#01	
FQ3LVL300801AddParkingSook			12 NOV 03 13:49	instr#01	
F13LVL200701StorageSook					
FQ3LVL200901SidewalksSook					
FU3LVL200601SoftwareSook					
F13LVL200301 HeartSook					

FA3047-04-P-0021ThermalSOOK

Number	Description	User	Date	Type	Refresh
FA3047-04-P-0021	Award MFR				ir
	Attachment				
FA3047-04-P-0021-U00001	mod MFR				ir
	Attachment				
F13LVL200101	FBO confirmation				ir
	Attachment				
F13LVL200101	Offer Evaluation				ir
	Offer Evaluation				
FA3047-04-P-0021	Commercial Contract	REBAGED			ir
	Commercial Contract Award				
F13LVL200101	AF 2579				ir
	Attachment				
F13LVL200101	01 - Thermal Imager				ir
	Purchase Request				
F13LVL200101	combined syn-sol				ir
	Attachment				
FA3047-04-P-0021	Modification 1				ir
	Attachment				
FA3047-04-P-0021-U00001	Commercial Award Modification				ir
	Commercial Award Modification				
F13LVL200101	MFR				ir
	Attachment				

Note [FA3047-04-P-0021ThermalSOOK]

Note 1 of 1

Good job except that you didn't generate properly.
Look at your summary of changes.

Please review and approve modification on part
number to be in award.sss thank you

Add Delete OK Cancel

Office Trash Outbox Inbox Ready November 13, 2003 2:56 PM

- Management Feedback
 - Graduate Assessment Survey from Supervisor
 - "... Thank you for the wonderful training you are providing. These graduates are able to carry on with minimum supervision."
 - Kudos E-Mail from FRB Member
 - "... Student's knowledge of Contracting and use of PD2 allowed student to be productive from the time arrived on station. No additional training was needed with PD2"
 - Col Whittaker – ACC Commander
 - "... I made it a point to ask the young airmen about the MRA...especially in regards to how they felt it prepared them to arrive at the CONS and immediately feel comfortable and be productive as a result of the MRA course. I'm happy to report all of the feedback was extremely positive so keep up the great work and pass on my kudos to your instructors!"



MRA Contracting Apprentice



- Student Feedback

- “...Everyone thinks that my showing up with PD2 skills is just dandy, and I even get to participate in the FAR research debates from time to time”
- “...I am currently working on a mod, and I have two more on the way for things like exercising an option year and increase funding for some delivery order type contracts. I currently have 7 contracts I am administrating and I'll be briefed on three...”
- “Just wanted to say thanks for your instruction. I have to say that you've done a good job in preparing me for the real work place”
- “...The first award that I put together was for kitchen renovations in MFH for over a million”
- “I helped out on the reprocurement of the Military Family Housing contract by source selection.”



Future Capabilities

- 2 Classrooms with AFCIS provided computers
- 20 Seats available in each classroom
- 4.2.1 Training Database
- Contracting Fundamentals Course currently using 1 classroom to broaden training provided
- Proper coordination through AETC Channels must be accomplished before training can be held





Instructor Duty



- Qualifications
 - Grade E-4 and above with skill commensurate with grade
 - CONUS - 2 years TOS
 - OCONUS - Between 13 and 10 months of DEROs
 - Physical Profile
 - Must meet current weight/body fat standards
 - Less than 17 years TAFMS
 - Overall rating of 3 or higher on last 5 performance reports
 - Ability to obtain 39 months retainability
 - CCAF or within 1 year of completion (45 SH)
- 3 Year Controlled Tour
- Volunteer on Assignment Management System (AMS)
- Submit AETC Special Duty Application

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